

SVKP & Dr K S RAJU A & S COLLEGE (A) :: PENUGONDA
MODEL QUESTION PAPER
I BCA
SECOND SEMESTER

Paper III : OFFICE AUTOMATION TOOLS

Time : 3 hrs

Max Marks : 70

PART – I

Answer any **FIVE** questions choosing at least two from each section. Each question carries 10 marks.

5 X 10 = 50M

SECTION – A

1. Explain the features of MS-WORD.
2. Explain how to format a document in MS-WORD.
3. Explain how to create, store ,delete macros in MS-WORD.
4. Explain mail-merge with an example.
5. Explain about different types of functions in EXCEL.

SECTION – B

6. Explain how to create,save and edit a work book.
7. Explain different types of charts in EXCEL.
8. Explain about VIEW Menu in EXCEL.
9. Explain how to add transition and animations to slide shows.
10. Explain the features of PowerPoint.

PART – II

5 X 4 = 20 M

Answer any **FIVE** questions. Each question carries 5 marks.

11. Explain about find and replace option in MS-WORD.
12. Explain how to insert header and footer in MS-WORD.
13. Write the differences between Template and Wizard.
14. Explain how to insert TABLE in MS-WORD.
15. Explain how to add and delete rows in MS-EXCEL.
16. Explain about Sort and Filter option in MS-EXCEL.
17. Write about What-If Analysis in EXCEL.
18. Write about Master Slide in PowerPoint.

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Paper IV: PROGRAMMING IN C

Time : 3 hrs

Max Marks : 70

PART – I

Answer any **FIVE** questions choosing at least two from each section. Each question carries 10 marks.

5 X 10 = 50M

SECTION – A

1. Define Algorithm. Explain the Key features of Algorithm.
2. Explain about various Data types in C Language.
3. Explain about Decision making Control Statements in C.
4. Define Function. Explain about Call by Value in C Language.
5. Define Array. Explain about Types of Arrays.

SECTION – B

6. Define String. Explain about Various types of String Functions in C.
7. Define Pointer. Explain about Pointers in C.
8. Explain about Structures in C.
9. Explain about Files in C.
10. Explain about Macros in C.

PART – II

5 X 4 = 20 M

Answer any **FIVE** questions. Each question carries 5 marks.

1. Write short note on Flowchart.
2. Explain about Logical Operators in C with Truth Table.
3. Write a short note on while loop in C.
4. Explain about goto statement in C.
5. Explain about Disadvantages of Array in C.
6. Explain about two dimensional Array in C.
7. Explain about Enumerated Data types in C.
8. Explain about File Modes in C.
